502 Help Wanted Dental-Medical

DENTAL HYGIENIST
We are seeking a caring, friendly, dependable individual for our Troy office. Call 689-8080

DENTAL HYGIENIST
Friendly General dentist, in Farmington Hills, looking for part time help during mornings. Hours are Mon-Thurs. 2-7PM, every other Sat. 9-1PM. 24 hrs/wk. 474-0442

DENTAL HYGIENIST - needed 3 days/week. Mature & personable hygienist to join present family care practice. Call 548-3334

DENTAL HYGIENIST
for a Friendly, Conservative Office, Mon. 12-8PM and Tues., Wed. or Thurs., 9-5. 629-1617

DENTAL HYGIENIST
Needed for modern Troy office
382-5051

DENTAL HYGIENIST
Wanted part time for Southfield dental office
646-2450

DENTAL HYGIENIST
11 Mile Rd. & Woodward area
Call 545-3434

DENTAL HYGIENIST - Experienced & registered Position available at a progressive Dearborn Heights office. Good potential for growth salary based on qualifications. 3 days/week. 626-7313

DENTAL HYGIENIST WANTED.
For busy, modern, progressive, uncontested office in West U-D area. Ideal candidate preferred for 30-40 hours including 2 evenings and half day Sat. Excellent pay, commensurate with experience. Phone Dr. at 348-2310

DENTAL HYGIENIST
Conscientious caring Hygienist wanted for an important part time role on our dental team. Perio experience desired. 3 Saturdays a must. 5-7 evenings. Dental office in Lake Colleen Mon. - Thurs., 12-4 for the remainder. 476-1854

DENTAL RECEPTIONIST
Part-time. Experienced in insurance & computers. Perfect for back-to-work helpful. Farmington Hills area. Call Tues. & Thurs. 474-2290

DENTAL RECEPTIONIST
We want the best and are willing to pay for it. We offer a practice that is motivating and rewarding. Personality plus required. W. Bloomfield 681-1440

X-RAY TECHNICIAN
For Board Certified Radiologists' private clinic.
HIGH QUALITY PROFESSIONAL POSITION
Experience in mammography and fluoro oil value
Excellent benefits
include individual retirement plan
THE RADIOLOGY GROUP, P.C.
29990 Northwestern Highway
Farmington Hills, Michigan 48334
Call Terry at:
855-4700

ULTRASOUND TECHNOLOGIST

Ultrasound Technology Service at VA Medical Center, Allen Park, Michigan has immediate opening for a part-time Ultrasonographer. Preferred RDMS Certified or eligible candidate. Contact Chief Radiology Technologist, Dave Benac at (313) 562-6000, extension 3255.

U.S. Department of Veterans Admin. Medical Center.

Equal Opportunity Employer

502 Help Wanted Dental-Medical

DENTAL HYGIENIST - seeking enthusiastic individual for our Family Dental practice in Redford. 3 days/week. Reference to Dental Hygienist, 25830 Joy Rd., Redford, MI 48239

DENTAL HYGIENIST
Livonia office is looking for a part time hygienist. Please call 591-3636

DENTAL HYGIENIST - for pleasant preventive practice in Livonia/Farmington. Every other Saturday a must. Call 477-6505

DENTAL HYGIENIST needed 3 days a week. Mature & personable individual. In prevention oriented Livonia office. Phone 422-0080

★ DENTAL HYGIENIST
New office, downtown Royal Oak. Flexible hrs., part time, possible future full time.
398-1818

DENTAL OFFICE Collection/Receptionist position available for busy practice. Part time with benefits. Call 697-4400

DENTAL RECEPTIONIST. Do you like appreciation and recognition for your contributions? We are seeking an exceptional person for our progressive Farmington office. Experience preferred. Please call 644-1955

DENTAL RECEPTIONISTS - Dental office has openings for Receptionist. We need Desk Performers for assignments in Birmingham/Bloomfield, Livonia, Canton.
477-5777

EEG/EP TECHNOLOGIST
Part time. Private neurology practice. Southwestern Oakland area.
642-1720

FULL TIME - Assistant for Podiatrist office in North Woodward area. Prefer experience. Clerical duties also. Call Diane 399-1936

FULL TIME - mature medical receptionist/biller for Livonia dermatology group. Must be familiar with S.D.I. system & most insurances. Must be willing to work Sat mornings & start as soon as possible. Dry personality, worker's need apply. Call 477-7022

HOME HEALTH CARE AIDES
Full or part time hours just shifts, 24 hr. live-in assignments in private homes & retirement residences, located in Western Wayne & Oakland counties, good starting pay with regular merit reviews, incentives & transportation allowance
EMPA CARE 455-1061

LPN/LVN
Immediate openings
DAY SHIFT nurses 7-3pm needed. All shifts available. All areas available. Competitive wages. Immediate payments.
RELIABLE NURSES: 981-3344

MEDICAL ASSISTANT - Full & part time positions for internal medicine office. Experience required.
541-8873 or 541-3000

MEDICAL ASSISTANT
Full time for busy Troy OBGYN. Experienced. Excellent benefits. Call Karen 643-7520

MEDICAL ASSISTANT needed for busy Pediatric office in Plymouth. Experience preferred, approximately 32 hours per week. 459-9290

MEDICAL ASSISTANT - Needed for doctor's office in Livonia. Must be enthusiastic. Experience required. LV experience helpful. 477-7344

MEDICAL ASSISTANT/CERTIFIED with lab experience. Part time, for pediatric office. Southfield. Call 12 Mile area. Please call Mrs. Marston 559-6620

MEDICAL ASSISTANT
Full time position open for busy dermatology office in Westland.
Call Julie at 729-0400

MEDICAL ASSISTANT/LPN
Full time position for fast growing practice in Northfield/Farmington Hills area. Candidates should have prior experience, a kind & caring bedside manner & excellent clinical skills. Salary commensurate with experience. Excellent benefits provided. Please call & ask to speak to Jane 473-8440

MEDICAL ASSISTANT
Metro Medical Group is Division of Health Alliance Plan has an immediate full time position available for a medical assistant in our Southfield Medical Center. The preferred candidate must have a medical assistant's certificate for 1 yr. experience and be able to type 40 wpm. We offer an excellent starting salary & comprehensive benefit package. Interested applicants please send resume to:
Human Resource Dept.
Metro Medical Group
1900 Tuesdale, Detroit MI 48206
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

DENTAL SURGICAL ASSISTANT
Experienced, for high quality specialty practice in Southfield/Birmingham area. Exceptional salary and working conditions. Call 357-3183

DENTAL HYGIENIST needed for busy Southfield West Bloomfield Tendercare (Michigan), Inc. O/B/A Wayne Total Living Center. Is pleased to introduce its newest facility. Come and join the team that is part of the largest long-term care provider of Michigan. 4127 Venoy, Westland 729-4338
An Equal Opportunity Employer

EMT AMBULANCE DRIVER
With EMT license. Start approximately $20,000 yr. with benefits. Call after 6pm, only! 961-0878

GROWING MEDICAL COMPUTER company seeks energetic, experienced customer support representative. Responsibilities include daily problem solving, training, and program testing. The ideal candidate will have experience with both computer systems and medical office procedures. Individuals with a strong background in one of these areas will be considered. Full or part time opportunities available. Please send resume to:
Medical Software Solutions
21800 W. 10 Mile Rd. #214
Southfield, MI 48075
332-7042

HOME INTENSIVE CARE, a leader in the home health care industry, has an excellent opportunity available for a part time receptionist in the Plymouth area. To qualify you should have degree in Business or a Michigan license, and at least 2 years of receptionist experience. A strong phylisian therapy background and 5 years of home health care experience for home care are essential as are excellent oral/written communication skills and computer literacy. Accuracy rules & regulations. Our growing organization provides a good salary and comprehensive benefits package. Please fax resume to: Operations Manager, Home Intensive Care, Inc., 18200 Gemini Dr., Suite 120, Plymouth, MI 48170

LPNS/ATTENDANTS
ALSO, MIDNIGHT NURSE
Call Mary
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd
An Equal Opportunity Employer

LPNs
Immediate openings
DAY SHIFT nurses 7-3pm needed. All shifts available. All areas available. Competitive wages. Immediate payments.
RELIABLE NURSES: 981-3344

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Human Resource Dept.
Metro Medical Group
1900 Tuesdale, Detroit MI 48206
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

LPN
Up to $17.50/hr. state work assignments, variety of experiences needed. Call for information. Mesh-Tech Assoc. 464-8720

MEDICAL ASSISTANT
For busy Ophthalmologists with offices in Southfield and Westland. Full time. Mature, responsible, CO or equivalent experience preferred. Please send resume to: Box 1000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL ASSISTANT, full time, experienced only. Fast paced progressive office. Benefits. Near Royal Oak-Beaumont Hospital. 647-2150

MEDICAL ASSISTANT
Immediate opening for busy W Bloomfield G.P. Experienced in vena puncture, injection, X-Ray, EKG. Full time. Mon-Fri., must be reliable. Call 855-2860

MEDICAL ASSISTANTS - For busy hospital, out-patient clinics and private practices in Oakland, Macomb & Downriver. 6 months experience a must. Full or part time available. Immediate work. Call Medical Staffing Medical. 443-5590

MEDICAL BILLERS - Oakland County hospital in Pontiac has immediate work. Must have experience. Call Medical Staffing at 443-5590

MEDICAL BILLER
Experienced bill needed for a Oakland County gastroenterology clinic/surgery center. Strong back-ground in hospital accounts receivable, knowledge of insurance, billing, business & computer billing & plus looking for self starter. Competitive salary/benefits. Send resume in confidence to: P.O. Box 061282, Farmington, MI 48336-1282

MEDICAL CLERK- needed for a busy Ent practice. Must have billing & front desk experience. MIS computer system knowledge preferred. Send resume to 888 Woodward Ave., Ste. 305, Pontiac, MI 48341.

Medical
CLIENT SERVICE REPRESENTATIVE
National clinical reference laboratory has an opening for a client service representative in the Detroit area to serve as liaison between the laboratory and clients providing customer service and field support.
Candidate must have ability to work independently as well as effectively with others. Experience in working knowledge of clinical laboratory operations, as usually acquired by 2 years hospital, required. Required excellent oral and written communication skills. Competitive salary. Comprehensive benefits package and company car provided. Send resume to
ROCHE BIOMEDICAL LABORATORIES
32427 Schoolcraft Road
Livonia, MI 48150
Equal Opportunity Employer M/F/D

MEDICAL DISCIPLINES
Recent graduates - Occupational Therapist, Physical Therapists for private duty care. Excellent pay.
Send resume or call Mary 443-2430
28475 Greenfield, #215, Southfield, MI 48076, Attention Office Manager.

MEDICAL RECEPTIONIST & Medical Assistant needed. Full/part time. Farmington Hills area. Call Mary 10am-3pm, Mon.-Fri. 553-4648

MEDICAL RECEPTIONIST
Part time. Must have experience in medical billing procedures.
348-1131

MEDICAL RECEPTIONIST
For busy office. Experience preferred. Medical/Dental. Flexible hours. Part time days, Farmington Hills. Contact Administrator 591-0580

MEDICAL RECEPTIONIST
Royal Oak area. Full time. No Saturdays. Exceptional benefits. Call Mon thru Fri., 9:30am-3:30pm at
399-1000

MEDICAL RECEPTIONIST - Full time front desk, with collection experience. Allergy, Pediatric, Asthmatic, experienced only. Livonia office. Call Jeanne at 826-0808

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Livonia occupational/pediatric practice has an immediate opening, full time evenings, 4pm-12am. Must be experienced in venipuncture, EKG & X-rays. Contact Administrator:
591-0580

MEDICAL BILLERS
3 needed for Detroit hospital in patient & out patient accounts receivable. Immediate work. 3 shifts available. Call Medical Staffing or Call Brenda at Tempro Medical. 443-5590

MEDICAL RECEPTIONIST
For busy medical office in Dearborn Hts. Enthusiastic, energetic personality a must. Experience preferred but not required. 541-4540

MEDICAL RECEPTIONIST
Full time for busy family practice in Plymouth. Must have medical office experience. Good wages & benefits. Call Debbie 455-7970

MEDICAL RECEPTIONIST
wanted for busy office. Redford area. Full time with benefits. Experience required but not required. Call Denise 537-7400

MEDICAL SOCIAL WORKER
Americare Home Healthcare an affiliate of St. Joseph Mercy Hospital is hiring contingent MSW's to visit our patients. Only those with clinical mastery experience in a clinical/hospital setting needed. Contact Louise Long for more information
Americare
An Equal Opportunity Employer

MEDICAL TECHNOLOGISTS
MEDICAL LAB TECHNICIANS
Part time positions in emergency positions. Phone Add-A-Tech 727-3722

◇ Medical Transcriptionist for Farmington Hills Radiology office. Light typing required. Must should apply. Full time days, pleasant working environment, excellent package. Call for appointment, 10 to 12 noon. 855-8100

MEDICAL TRANSCRIPTION
Positions - full time, with busy Plymouth transcription service. Work in office or sub contract. Experience in WP required. Send resume to Transcriptionist, 9357 Lilley Drive, Suite 121, Plymouth, MI 48170

NURSE AIDE
Private home, weekends and only. References required
363-9631

NURSE CLINICIAN
We are looking for a motivated self starter. Experienced only for cardiology dept. 30-40 hrs/week. Mon thru Fri.
Call
MEDICAL BILLER
Minimum 1yr. experience. Knowledge of Diverstest, system helpful, full time. Mon. thru Fri.

TREADMILL TECH
1 yr. experience minimum. Farmington area. Full/part time. Mon.-Fri. Contact Management Dept.
353-0662

OFFICE MANAGER/BILLER
Needed for busy Troy Oncology office. Please send resume to P.B.A., 1819 Fleetwood Dr., Troy, MI 48098 or call Sandra at 952-5418

OFFICE MANAGER/Administrator
Are you tired of the same old drudgery of working for an hourly wage or a salary with no incentive to do the extra mile? If that describes your situation, call me and let's talk about a unique future for both of us. Call eves. 626-3106

OPHTHALMIC TECHNICIAN/Assistant needed for busy ophthalmology practice in Livonia. Call Debbie between 8-12noon. 476-4130

OPHTHALMIC/TECHNICIAN
Needed for busy Brighton practice. Immediate full time opening. Certification preferred but not required. Salary commensurate with experience. Send resume to Attention Linda, M.D., 3728 Whitmore Lake Rd., Brighton, MI 48116

PHYSICAL THERAPIST
Americare Home Healthcare an affiliate of St. Joseph Mercy Hospital, Pontiac has full time and contingent positions in Wayne County for Registered Physical Therapist.
• Competitive per visit rate
• Excellent compensation
• Hospital affiliation
• Flexible schedules
Call Marilyn Redmond for an interview appointment.
1-800-852-3638
AMICARE HOME HEALTHCARE

BUSY SOUTHFIELD internal Medicine practice looking for experienced receptionist. Very competitive salary. 355-0880

502 Help Wanted Dental-Medical

OPTHALMIC TECH
CDA or COT
Full time/part time/days. Call Patty Reddy, T. 932-1110
Harry Associates, 29400 Northwestern Hwy., Farmington Hills, MI 48334

OPTICAL DISPENSER
Full time, Troy area. We need someone who is career-oriented, enjoys working with people, and has experience. Call Jerry, Dan or Norine Lo.
FIRST OPTOMETRY
15540 Middlebelt, Livonia, MI 48154 Attention Manager

PART-TIME - Medical Assistant & Receptionist positions available for busy pediatric practice. Grand Rivers/Orchard Lake Rd. Call 477-0100

PATIENT COUNSELOR
Birmingham plastic surgery center has immediate full time position available for Patient Counselor with front office experience. Medical experience in plastic surgery preferred but not necessary. Must have excellent communication skills. For a confidential interview please call Pamela at
737-7111

QUALITY ASSURANCE/ MEDICAL RECORDS
RRA or RHIT with Quality Assurance/Medical Record Department experience required. Knowledge of OBRA regulations and state guidelines. Experience in long-term care preferred. Excellent benefits package. Call Dee for interview at:
(313) 326-5000

RECEPTIONIST (2)
Livonia/Southfield. Good people skills. Knowledgable typing. Entry level pay.
$4.50 hr. 471-3310

RN, LPN OR MEDICAL ASSISTANT needed in Plymouth/Canton. Full time. Plymouth - Ann Arbor area. Call Norma 996-8763

RN/LPN
Part time (mornings) and contingent afternoon shift. Treat of the medical scene. Fast paced, high tech, state of the art patient care? Call Linda Murphy or Ann Marie Gaudette at 981-2100. Beech Daly, Redford 255-1010
An Equal Opportunity Employer

RN or LPN
Two Contingent positions available in Urgent Care Gastrology or E.R. Experience required. Send resumes to M. Strauch, Nursing Services at 569-8
DMC Health Care Centers
41635 W. 12 Mile Rd
Novi, MI 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RN'S/LPN'S/CNA'S
Part time positions available in a fast paced Dermatology setting. Call Ann Marie Gaudette at Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RNS & LPNS
Needed for home visits and some teaching assignments. Part-time/full-time. Ask for Gaye or Tom 1-800-878-4227
Kimberly Quality Care

RN SUPS
With long-term care experience. Competitive wages and benefits. Off shift, 3:00pm - 11:30pm and 11:30pm - 7:30am. Bonus if you enjoy working as part of a team in a pleasant working environment. Call Dee for an appointment at 953-2780
(313) 326-5000
SENIOR SURGICAL/ MEDICAL BILLER
For busy ORT office. MDS experience preferred. Full benefits. FAX resume to 477-2440 or call Ann Rita or Sara at 477-7020

RN & STATE CERTIFIED NURSING ASSISTANTS
Four Chaplains Convalescent Center has positions available for RN's - Full or Part time. Night shift. State CNAs - full or part time, afternoons & evenings. Excellent wages & benefits. Send resume or apply in person at 26349 Joy Rd.
FOUR CHAPLAINS CONVALESCENT CENTER
26349 Joy Rd
Westland MI 48185
(313) 261-9500
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RN & LPN
HAWTHORN CENTER
18473 Haggerty Rd., Northville
Full time positions. To qualify, you must enjoy working with children, be able to work in a creative & informal atmosphere, want to participate in a well defined, multi disciplined treatment program for emotionally impaired children. Orientation provides the opportunity to work in a training for all staff. State Civil Service, fringe benefits, paid leave, etc.
Call 349-3000, ext. 550

R.N.'s/L.N.'s
Team work makes our rehabilitation nurses special. Our 60 bed rehabilitation facility located in Romulus offers the opportunity to work in a friendly, supportive atmosphere featuring professional team, work in collaboration. We offer a variety of benefits & a competitive salary. For more information, please call Bea Welsb at Apple Tree Lane 941-1142
Equal Opportunity Employer

SURGERY BILLER - Orthopedic experience preferred. Orthopedic terminology, computer, statistical data time West Bloomfield. 852-7407

TRANSCRIPTIONIST
for radiology office. Participation in Farmington Hills. Excellent wage & fringes. 737-9100

TRUCK TECHNICIAN needed full time, experience preferred but not required. Livonia area. Please call Gary at 425-5200

X-RAY TECHNOLOGIST
Immediate full time position available. Orthopedic experience preferred. W. Bloomfield 855-7408

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
Detail oriented person working well with numbers. (3) key, office experience required. For Livonia, Farmington, Southfield, Livonia, Novi & Plymouth. For particular interview call
OLSTEN Temporary Services
SOUTHFIELD
354-0555
EOE - m/f/h/v No Fee

ACCOUNTS RECEIVABLE & GENERAL OFFICE CLERK
5 yrs. experience or minimum 2 yrs. college accounting required.
Computer experience. Excellent benefits including profit sharing, non smoker, apply in person with resume & salary requirements to Lyveen, 8am-3pm. Wimsatt Building Materials, 36340 Van Born, Wayne MI 48184

ADMINISTRATIVE ASSISTANT
needed with note taking/minutes experience. Good phone etiquette/skills and knowledge of Word & data base knowledge, immediate openings in Troy publishing company. Mail resume with salary requirements to PO Box #7030, Dept H, Troy, MI 48084
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
needed 15-20 hrs per week. Seeking high quality analytical individual with excellent communication skills. Analyst training salary $7 per hr. Send resume to PO Box #11034, Canton MI 48187

ADMINISTRATIVE OPPORTUNITIES
Call for immediate appointment
Secretaries to 21K
Graphics & pub. to 21K
Word processing - to 25K
Data Entry to 5K
UNIFORCE Temporary Personnel
SOUTHFIELD 357-0037

ADMINISTRATIVE ASSISTANT - $12,500 to $17,500 plus benefits. Needed to assist Executive Director in running office, fund raising events, book-keeping & filing, needs to have good communication & organizational skills, be energetic, self motivated, creative & have approximately 5 years. Send resume to PO Box #784, Troy, MI 48099-0784

ADMINISTRATIVE ASSISTANT - Outgoing individual for immediate opening at contractor's office located in the Livonia area. Responsibilities include good organization & clerical skills, filing & the use of a word processor.
Send resume to Box #656
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

504 Help Wanted Office-Clerical

ACCOUNTANTS BOOKKEEPERS
CLERICAL DATA ENTRY
PART TIME FULL TIME
Call Accountemps - Rte 56,000 positions placed in 1990!
ACCOUNTEMPS
Southfield 357-8367
Troy 624-3100

ACCOUNTING CLERKS
$15-$18,000
FEES PAID BY COMPANIES
Accounts receivable, accounts payable or experienced with TRW required. Opportunity due to expansion. Paid benefits.
Call 644-4800
SNELLING PERSONNEL SERVICES

ACCOUNTS PAYABLE person needed in Plymouth area. Familiarity with computerized accounting a must. Heavy office clerical backup. Good communication skills necessary. Full time position. Benefits available. Call Bonnie at
ACTION PERSONNEL
4120 W. Maple
Bloomfield Hills, MI 48301

ACCOUNTS PAYABLE ANALYSTS
Permanent positions in area. Accounting knowledge & good computer skills. Call Bonnie at
581-1100
ACRO SERVICE CORP.

ACCOUNTS PAYABLE
5 yrs. experience minimum 2 yrs college accounting required.
Computer experience. Excellent benefits including profit sharing, non smoker, apply in person with resume & salary requirements between 8am-3pm. Wimsatt Building Materials, 36340 Van Born, Wayne MI 48184

ARE YOU THE ultimate Legal Secretary, with Word 5.5 and/or Word Perfect 5.1 looking to work independently in a professional environment? Call Terry at Law Firm ETD Temporary Service. 484-7079
An Equal Opportunity Employer

Attention
RECEPTIONISTS
Positions available immediately for experienced people in the following areas: Typing 45 wpm, full & part time.
528-8454
Future Force
TEMPORARY HELP SERVICE
NEVER A FEE

AUTO DEALER LOOKING for full time experienced person with light clerical & computer data entry skills. Medical benefits. Call Bob 330-3346, Livonia, MI 48153-0356

★ Billing Clerk Sr.
Permanent position in South of 3rd party billing experience. Experience in medical billing preferred but candidate who can handle high volume, fast paced environment. Salary to $19,500. Call or send resume to:
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Agency Fee Paid

BILLING CLERK/ ANALYST
needed for a fast-paced company in the Southfield area. DOS experience required. Good communication and data entry skills a must. Phone for appointment today.
CORPORATE PERSONNEL SERVICES
Livonia: 261-1120
Warren: 751-1870
EOE NO FEE

BOOKKEEPER
Large Farmington Hills property management company needs accurate, detail-oriented Bookkeeper. P.O. Box 5071, Southfield, MI. 48086

BOOKKEEPER
Part time position. Knowledge helpful in payroll taxes, accounts receivable & payable, aging, income statement, balance sheet. Also light secretarial duties. 5 years plus experience. Salary commensurate with experience
548-3060

504 Help Wanted Office-Clerical

Attention - SKILLED WORD PROCESSORS
(Typing 65 wpm)
DATA ENTRY
(10,000 kph)
RECEPTIONISTS
For areas of Farmington, Southfield, Livonia, Troy & Plymouth. Experience required. Call for personal interview.
OLSTEN TEMPORARY SERVICES
Farmington 354-0556
Dearborn 441-3181
Detroit 962-4850
Southfield 354-0554
Troy/Auburn Hills 641-8930
EOE M/F/H/V HO FEE

AUTO DEALERSHIP
Having person to fill the position of full time accounting clerk. Experience very helpful. Knowledge of computer. Should speak Spanish. Call Nancy 313 227-1781

AUTOMOTIVE SALES OFFICE SECRETARY. $22,000
A choice position with a well established company. Your good skills and experience will win here. Call Barbara at 591-2600
SNELLING PERSONNEL SERVICES

BUSINESS MANAGER
Established Southeastern Metropolitan Detroit area law firm desires 10 plus year experienced business manager. Must have a minimum of 5 years financial experience and be capable of maintaining the financial records of a law firm including good computer skills. Preferably firm being using the LAW'S accounting software on a IBM 34 Computer. Must be aggressive, trustworthy, conscientious and have the desire to handle the day-to-day challenges of running the business of a law firm. Starting salary and benefits are very competitive. Call Barb 333-2400

CINTAS CORP.
'The Uniform People'
is seeking a highly motivated, detail oriented, organized individual with strong customer service skills. Computer skills a plus. Accounts receivable or secretarial background necessary. Apply in person
38145 Webb Dr.
Westland, MI 48185
(313)326-0800

Clerical
EARN CASH NOW!
We know your office expertise for long and short term assignments and temporary to permanent positions throughout the metro Detroit area.
-Data Entry Operators- (7000± kph)
-Receptionists-
-Secretaries-
-Word Processors-
-Telemarketers-
minimum of 6 months experience required for all positions
TOP PAY & BENEFITS
Call today for an appointment
CORPORATE PERSONNEL SERVICES
Berkley: 398-8960
Livonia: 261-1120
EOE NO FEE

This Classification Continued on Page 2D.

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION — TO PLACE YOUR AD CALL 591-0900

129 Landscaping

AFFORDABLE LANDSCAPING
BY LAGONDA
Hardwood mulch & bushes. Install new landscaping. Clean up. Trim trees-shrubs. Install custom decks, fences, patios, walks, sod, seed, trees. Install & service lawn irrigation systems. Quality work. Weekly. Free Est. Southfield Co. 354-3213

CALIFORNIA LANDSCAPING
13 years exp. Lic. & Ins. 441-4070

D & K LANDSCAPING
Grading lots cleared, gravel drives. Complete landscaping needs
855-4444

H.L. RENAS LANDSCAPE
Since 1952. Complete landscaping. Construction & repair.
425-8777

J & S LAWN SPRINKLERS
Front yard sprinkler system $350. Specializing in repairs. Lic. & Ins. 662-4594

LANDSCAPE - PLUS
Complete Lawn Care
Commercial - Residential
Lic. & Ins. 422-4780

LAWN CUTTING
Troy & Bloomfield areas.
Call Lance
362-0311

LIGHT HAULING
Basements, garages cleaned.
Spring clean-up
358-9864

MR. SHOVEL
Resodding Of Lawns
Dramage & Low Area Repair
Leave Message . . . Paul 397-5689

NAUMANN LANDSCAPING
Complete Lawn Care
Spring cleanup, tree trimming
For estimates Jerry 547-7703

NOBLE'S LANDSCAPE SUPPLIES
BOULDERS
• Decorative Boulders & Stones
• Topsoil • Peat • Topsoil Mix
• Shredded Bark • Wood Chips
• Interlocking Pavers & Patio Blocks • Landscape Timbers
Pick up or Delivery
474-4922

130 Lawn & Garden Rototilling

A-1 ROTO TILLING
New & previous gardens $20 & up
Call Ray 477-2168

GARDEN & FLOWER BED
Rototilling, Power Raking, Mowing, Edging, Remove Grubs & Plantings
Call Paul 595-4054

LAWN MOWING
GARDEN ROTOTILLING
Satisfaction guaranteed
Special rates for senior citizens
Call Paul, 731-4348, 879-6218

STEVE'S GARDEN SERVICE
30 X 30 Plot Rototilled $24.
Free tree. 32 off retail. 17 years excellent service. All areas. 531-4002

135 Lawn Maintenance

AAA
AFFORDABLE
LAWN CARE & MORE
Free Estimates 336-7570

135 Lawn Maintenance

A CUT ABOVE THE REST
Complete Lawn Care
XL Service Corp
Livonia 421-4126

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